

## MEETING ROOM POLICY

- The Library's meeting room facilities at the Civic Center and South Chula Vista branch libraries are open to groups and organizations engaged in educational, cultural, intellectual or charitable activities.
- Library meeting rooms are not available for regularly scheduled meetings of organizations or groups recurring at stated intervals and extending over a period of time. Approval may be granted for up to **four (4) meeting times in a calendar year**. Room reservations will not be accepted more than 90 days in advance of use.
- Admission to the room event must be free and open to the public as space permits.
- No charges or registration fees may be collected. The sale of merchandise or services of any type is also prohibited.

### MEETING ROOM USE GUIDELINES

1. The Library's Meeting Room facilities may be used as follows:

**Civic Center:**

Sunday	11:00 a.m. to 4:30 p.m.
Monday through Thursday	11:00 a.m. to 7:30 p.m.
<i>Conference Room seating capacity is 25 persons</i>	
<i>Auditorium seating capacity is 150 persons</i>	

**South Chula Vista:**

Tuesday through Thursday	11:00 a.m. to 7:30 p.m.
Friday and Saturday	11:00 a.m. to 5:30 p.m.
<i>Conference Room 'A' seating capacity is 25 persons</i>	
<i>Multi-purpose Room 'B' seating capacity is 50</i>	

2. No custodial staff assistance is included with the reservation/use of the room. The user is responsible for pre-event set-up, prompt clean up and removal of own property at close of the event/meeting.
3. Children under 18 years must have adequate supervision by a person 18 years of age, or older.
4. Decorations or displays must be limited to those items that are free-standing either on the floor or on a table, and must conform to Fire Department standards and regulations. Nothing may be attached to the walls or ceilings of the rooms.
5. Minimal kitchen facilities are available in two of the conference rooms, one at each location. Alcoholic beverages may not be served at any event scheduled through this application process. No food is allowed in the Auditorium (Civic Center).
6. Smoking is prohibited in all areas of the Libraries' facilities.
7. Illegal use of the Library's facilities is strictly prohibited.
8. The Branch Manager or authorized City of Chula Vista personnel shall have the right to enter the rooms at all times.

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9. Neither the name or the address of the Chula Vista Public Library may be used as a mailing address or contact for organizations using the meeting facilities.
10. The Library does not advocate or endorse the viewpoints of the meeting room users. All advertisements for events using the Library meeting facilities must contain the disclaimer **"The City of Chula Vista Public Library does not advocate nor endorse the views or positions expressed by the users of its facilities."**
11. Reservations are not transferable to any other persons or organizations. Any change in the representative or in the subject of the program as indicated on the application must be reported immediately to the Branch Library.
12. Provisions of Policy LIB-003 may be waived or amended under special conditions only by approval of the Library Director or their designated agent.
13. The applicant agrees to hold the City of Chula Vista, the Library Board of Trustees, including each and all of their respective officers, agents, employees, at all times free and harmless from any and all claims, demands, or judgments that may arise out of, and in connection with, or be the result of any injury sustained or suffered by any person while attending the above meeting or while on the premises of said building and grounds.
14. Failure to comply with any of these guidelines may result in the denying of future requests for use of the facilities.

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### APPLICATION PROCESS

1. Application for use of the meeting rooms must be completed in writing and dropped off at the Information Desk of the Civic Center branch, or faxed to the number at the top of the application form. The Branch Manager is authorized to grant or deny permission for the use of the facilities.
2. If there are special set-up requirements they must be included with the submission of the application
3. Applications should be filed at least seven (7) days, but no more than ninety (90) days in advance of the event.
4. Priority will be given to organizations and groups headquartered in Chula Vista or whose membership is composed of Chula Vista residents.
5. A representative of the organization (at least 18 years of age) must agree to sign this application and accept responsibility for the condition of the room(s), library property and for the conduct of the group.
6. The Branch Library must be notified of a cancellation within 72 hours of the scheduled date. In the event the Library must cancel a scheduled meeting, every effort will be made to notify the applicant at least 72 hours in advance.
7. The applicant will receive notice of approval or disapproval of their application by phone within 72 hours of submittal of application.

**APPLICATION**  
For the use of the  
**CHULA VISTA PUBLIC LIBRARY MEETING ROOMS**  
Phone : (619) 476-2311 / Fax : (619) 427-4246



Application for the use of (Please check one):

☐ **CIVIC CENTER BRANCH \***

365 F Street, Chula Vista

Sun 11am-5pm;

Mon-Thurs 11am-8pm;

☐ **CONFERENCE ROOM** ☐ **AUDITORIUM**

☐ **SOUTH BRANCH \***

389 Orange Ave. Chula Vista

Tue-Thurs 11am-8pm

Fri & Sat 11am-6pm

☐ **Room A** ☐ **Room B**

\*All rooms are available only during branch open hours and must be vacated 15 minutes prior to closing.

**DAY & DATE of EVENT:** \_\_\_\_\_

**Meeting** (Include set-up and clean up time) **Start :** \_\_\_\_\_ **End Time:** \_\_\_\_\_

**Name of Organization:** \_\_\_\_\_

**Type of Organization:** \_\_\_\_\_

**Nature of Event \*\*** (Give general description and topic of discussion): \_\_\_\_\_

**\*\*NOTE:** Event must be open to the public.

**EQUIPMENT REQUESTED:** Please indicate equipment needed by placing an "X" next to the item(s). No other equipment is available, any additional item(s) required is the responsibility of the applicant.

☐ Kitchen Facilities(Civic Conf. Room & South rooms A & B); ☐ Screen; ☐ Microphone;

☐ Overhead Projector for Transparencies; ☐ Portable TV/VCR/DVD Player Combo

**Applicant agrees to comply with the Chula Vista Public Library Meeting Room Policy, use the Meeting Room Guidelines and complete the Application Process.**

**Print Name of Applicant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_ **E-Mail Address:** \_\_\_\_\_

**Signature of Applicant/Authorized Officer or Sponsor:** \_\_\_\_\_

(We must have an original signature)

(For Staff Use Only)

☐ **APPLICATION APPROVED**

☐ **APPLICATION DENIED**

\_\_\_\_\_  
Library Manager's Signature

\_\_\_\_\_  
Date

☐ **Date Applicant Notified:** \_\_\_\_\_

☐ **In Outlook/On Meeting List**